

**NATIONWIDE  
NATIONAL GUARD OF ARIZONA  
HUMAN RESOURCE OFFICE  
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495  
PHONE (602) 629-4800; DSN 853-4800  
WEBSITE: <http://dema.az.gov/>**

**TITLE 5 EXCEPTED  
VACANCY ANNOUNCEMENT**

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**ANNOUNCEMENT NUMBER: 18-414T    OPENING DATE: 6-Aug-18    CLOSING DATE: 7-Sep-18**

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**POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:**

**Accounting Officer, GS-0510-12, T5135000**

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**KNOWN PROMOTION POTENTIAL: NONE**

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**SALARY RANGE:**

**\$75,741.00-98,464 PA**

**SUPERVISORY ☒ MANAGERIAL ☐**

**NON-SUPERVISORY/NON-MANAGERIAL ☐**

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**LOCATION OF POSITION:**

United States Property & Fiscal Office (USPFO), PHOENIX, AZ

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**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be received by close of business (1530 MST) on the closing date shown above or if mailed, postmarked no later than the closing date.** The Human Resources Office will not accept applications that are mailed at government expense, exceptions to hard-copy delivery may be considered on case-by-case basis. Please contact 602-629-4826/4834 for consideration. Faxed applications will not be accepted.

**AREA OF CONSIDERATION:** This is a National Guard Title 5 Excepted Service position and is **Open to all US Citizens** Individual selected will receive a Permanent Appointment after successful completion of a one year trial period.

**INSTRUCTIONS FOR APPLYING:** Individuals applying for vacancies with the Arizona National Guard may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Application must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary.

Applicants **MUST** submit a completed **AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)** or a separate document explaining how they meet each Knowledge, Skill and Ability listed below and a Resume or the Optional Form 612.

**VETERAN'S PREFERENCE:**

In accordance with 5 CFR §335.106, Veteran's Preference will be considered for vacancies under merit promotion when an agency accepts applications from individuals outside its own workforce.

**REQUIRED DOCUMENTATION:**

Eligible veterans must claim their veterans' preference on their resume and during the application process for federal positions using the proper documentation. To receive the 5 point preference (TP) rating the individual must provide member copy 4 of their Certificate of Release or Discharge from Active Duty (DD 214) for verification. To receive the 10 point preference the Application for 10-Point Veterans Preference form (SF-15) must accompany application and additional documentation detailing characterization of service.

**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (OF 612) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending

dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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### **EDUCATION:**

If you are relying on your education to meet qualification requirements:

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

### **CONDITIONS OF EMPLOYMENT:**

- Participation in the Direct Deposit/Electronic Funds Transfer Program.
- Federal employment suitability as determined by a background investigator.
- May be required to successfully complete a probationary period.
- As a condition of continued employment in the GS-0510-12, the employee must complete the higher financial management certification within 24 months of appointment to the position.

**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or nonmembership in an employee organization or any other non-merit factor.

### **REASONABLE ACCOMMODATION POLICY:**

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

A reasonable accommodation is any change to a job, the work environment, or the way things are usually done that enables an individual with a disability to apply for a job, perform job duties or receive equal access to job benefits.

Under the Rehabilitation Act of 1973, federal agencies must provide reasonable accommodations when:

An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.

An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.

An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.

You can request a reasonable accommodation at any time during the application or hiring process or while on the job. Requests are considered on a case-by-case basis.

Learn more about disability employment and reasonable accommodations or how to contact an agency.

Relocation Incentive may be offered:	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
PCS may be offered:	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>

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### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

**1. Professional knowledge of accounting principles and concepts and specific detailed knowledge of National Guard prescribed accounting system for military and fund operations to independently accomplish a variety of program assignments.**

**2. Professional knowledge of accounting principles and concepts and specific detailed knowledge of National**

Guard prescribed accounting system for military and fund operations to independently accomplish a variety of program assignments.

**3.Skill in analyzing accounting systems, adapting and modifying conventional accounting systems, and analytical techniques to solve a variety of accounting problems and ensure conformance with generally accepted accounting principles.**

**4. Knowledge and skill to serve as a Systems Accountant to develop automated subsystems.**

**5. Ability to give oral presentations on development progress, and attend meetings on system integration and problems resolution at the state, region, NGB, DoD level.**

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**SPECIALIZED EXPERIENCE:** Must have 36 months experience, education or training in broadening finance, accounting and audit program experiences in leading, planning and scheduling program work in a manner that promotes smooth flow and even distribution of assigning work requirements. Candidate must have, at least, level one certification awarded. Experiences included training and guiding employees on various finance programs and assigning tasks. Experiences involved accounting program assignments, balancing finance program work requirements, compliance with specific finance program policies, and providing advice, mentoring, and directions on a wide variety career development options. The applicant must have professional experiences in addressing specific employee performance issues. The applicant must have demonstrated experiences in structuring assignments that created effective and efficient performance results with measured and improved task processes. The applicant's supervisory experiences supported improved training applications for career development that resulted in the employees' increased performance values in quality work, timeliness considerations, and work efficiencies. programs.

**BRIEF JOB DESCRIPTION:** This position is located in the Comptroller Division, US Property and Fiscal Office (USPFO). The primary purpose of this position is to serve as an Accounting Officer with responsibility for managing the total accounting function for the state ARNG. This involves performing and supervising accounting functions and policies within the state. The incumbent is responsible for the accuracy, integrity, and reliability of financial data recorded in the accounting system and performs professional accounting analysis and reconciliation relating to the financial activities of the respective state ARNG. The work requires the design, adaptation, and/or installation of automated accounting systems. In addition, the incumbent renders financial advice and assistance to senior management. Provides financial accounting advice, analysis and assistance to the Financial Manager, USPFO, and all organizational elements of the respective state NG regarding the development of accounting policies, systems, and operating procedures. Responsible for the planning, execution, and installation of all new and/or improved accounting systems within the division. Designs, develops, adapts, revises, evaluates, and implements systems including those utilizing automatic data processing equipment. Studies accounts, reports, and procedural instructions within the broad area of assignment and, as necessary, any legislative and program background pertaining to this program; holds discussions with program officials, employees, supervisors, etc., to learn the details of work processes and procedures; drafts instructions, procedures, manuals, etc., to implement the proposed system or to correct deficiencies in the accounting system uncovered during the study. Renders advice to management on the effects of accounting changes approved and performs related duties necessary to the development of balanced recommendations. Monitors work operations to assure full compliance with procedures and published directives. Makes formal presentations of completed systems packages including the acceptability of the data processing system applied to higher management levels for final approval. Acts as catalyst between various office segments and assures smooth continuity of operations. Provides financial advice and expertise to other organizational elements of the state ARNG during the development of integrated accounting systems

**SELECTING OFFICIAL:** Lt Col Tracy Reingruber

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